

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. PR-HQ-06-13897/0001	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. PR-HQ-06-13897	5. PROJECT NO. (If applicable)
6. ISSUED BY Environmental Protection Agency Bid and Proposal Room, Ariel Rios Building (3802R) 1200 Pennsylvania Avenue, N.W. Washington, DC 20460		7. ADMINISTERED BY (If other than item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(✓)	9A. AMENDMENT OF SOLICITATION NO. PR-HQ-06-13897
		✓	9B. DATED (SEE ITEM 11) 06/01/06
			10A. MODIFICATION OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

(✓)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to respond to questions regarding the RFP and amend the following clauses: H.30 Security Clearances, L.10 Technical Proposal Instructions, L.21 Submission of Contractor Plans, and M.3 Evaluation of Standard Operating Procedures.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) CHRISTINE EDWARDS	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV 10-83)
Prescribed by GSA
FAR (48 CFR) 52.243

AMENDMENTS TO THE SOLICITATION

1. The Section H clause entitled "SECURITY CLEARANCE" has been modified. The text is as follows:

a) the offeror must possess a **interim** or final facility clearance (FCL) at time of award and provide proof of the facility clearance by providing a copy of the DD441 with the proposal.

b) At time of award the contractor shall have a clearance for personnel equal to the highest classification stated on the Contract Security Classification Specification (DD 254) and maintain throughout the life of the contract. In addition, an interim Top Secret personnel security clearance (PCL) at time of award is also acceptable. The DD Form 254 has been posted as a PDF file Attachment #8 to this solicitation on SRRPOD's web site. The web site address for this solicitation's entry page is:

<http://www.epa.gov/oamsrpod/ersc/dats/index.htm>

The office to contact for assistance in completing the DD254 is the Office of Acquisition and Resource Management Security Information, Security Management Division at 202-564-6352.

c) The Contractor shall comply with (1) the Security Agreement (DD Form 254), including the *National Security Information (NIS)* handbook, and (2) any revisions to that manual. The NSI Handbook has been placed as a PDF file Attachment #9 to this solicitation on SRRPOD's web site. The web site address for this solicitation's entry page is:

<http://www.epa.gov/oamsrpod/ersc/dats/index.htm>

d) As stated in b) above, the government will consider award to a contractor who has been issued an interim Top Secret PCL and an **interim FCL** by time of contract award, in accordance with Attachment #9 of the solicitation. However, the contractor must demonstrate how it intends to *maintain* Top Secret capabilities in the event that Top Secret clearance is not granted to certain personnel as required. If the contractor cannot maintain Top Secret capability (whether it initially held either interim or final), the government shall consider the contractor to be non-compliant with this clause and may terminate the contract for default, in accordance with the section I clause entitled, "Termination." For further guidance, see Attachment #9 of the solicitation, the Section L clauses entitled, "Technical Proposal Instructions" and "Submission of Contractor Plans."

e) If, subsequent to the date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in security costs or otherwise affect any other term or condition of this contract, the contract shall be subject to an equitable adjustment as if the changes were directed under the Changes clause of this contract.

f) The Contractor agrees to insert terms that conform substantially to the language of this clause, including this paragraph (d) but excluding any reference to the Changes clause of this contract, in all subcontracts under

this contract that involve access to classified information.

2. The Section L clause entitled "TECHNICAL PROPOSAL INSTRUCTIONS" has been modified. The text is as follows:

I. General Instructions.

(a) The offeror's attention is directed to the provision in Section H of this solicitation entitled, RELEASE OF CONTRACTOR CONFIDENTIAL BUSINESS INFORMATION.

(b) As stated in FAR clause 52.215-1(f)(4), "The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary.

(c) Delivery of Written Submission:

All written submissions should be sent to:

Hand Delivered and Overnight Commercial Carriers

Environmental Protection Agency
Attn: Brooke Bernold, MC 3805 R
1300 Pennsylvania Avenue, NW
Washington, DC 20004

U.S. Mail Only

Environmental Protection Agency
Attn: Brooke Bernold, MC 3805 R
1200 Pennsylvania Avenue, NW
Washington, DC 20460

II. Proposal Instructions:

Offerors are advised to closely read the proposal instructions and evaluation criteria before preparing a proposal. Proposals will consist of both oral and written elements.

(a) General Instructions:

(1) The offeror shall submit a cover letter indicating that this proposal is its official offer to the Government. The letter must be signed by an official authorized to bind the offeror. The proposal shall be considered to be firm for a period of not less than 180 days from the due date of the solicitation.

(2) The Offeror shall provide an original and seven (7) copies for all

written submissions. The Offeror shall also submit an original and seven (7) copies of the following plans:

Quality Management Plan
Corporate Health and Safety Plan
Conflict of Interest Plan
Standard Emergency Response/Counter-terrorism Procedures
Interim Top Secret or Top Secret Facility Security Clearance (FCL) and Form DD441
Interim Top Secret or Top Secret Personnel Security Clearance (PCL) and Form DD254

(3) All submitted written material shall be prepared on standard 8.5" x 11" paper, single spaced, with foldouts as required. If foldout pages are used, they should not exceed 11" x 17". The offeror should utilize "two-sided" printing to the greatest extent possible. Pages must be numbered consecutively. Type size shall not be less than 10 CPI or 10 point and shall not be printed reduced in size.

(b) Proposal Approach:

(1) Oral Proposal

TECHNICAL ABILITY, PERSONNEL and CONTRACT MANAGEMENT shall be presented as an oral proposal with the exception of the written requirement outlined below.

The oral proposals will be scheduled by the EPA Contracting Officer (CO). The order of presenters will be drawn by lot by the CO and the CO will notify the offeror of the date and time of the oral proposal. The EPA reserves the right to reschedule oral proposals at the sole discretion of the CO. Requests from offerors to reschedule their proposals will not be entertained. We anticipate oral proposals will be held at the US Department of Transportation, John A. Volpe National Transportation Systems Center in Cambridge, MA.

The offeror's proposed Project Manager and Key Personnel are required to make the oral proposals. In the event that the offeror has proposed a joint venture/partnership or Team Subcontractors, the offeror shall have representatives of any joint venture/partnership or Team Subcontractors at the oral proposal.

The offeror shall present TECHNICAL ABILITY, PERSONNEL and CONTRACT MANAGEMENT through the oral proposal process in accordance with the following guidelines. The offeror must provide a list of proposed significant subcontractors in the oral proposal and in the written display media.

Proposals will be held from 9:00 to 2:30PM. There will be a one (1) hour presentation, followed by a break not to exceed one (1) hour, during which time the Government will caucus to formulate questions for the offeror's presenters. The oral proposal will reconvene for no longer than one (1) hour for a question and answer session with the offeror. The oral proposal and the questions posed by the Government will be designed to elicit responses which clarify or confirm the

Governments's understanding of the information included in the offeror's oral proposal. During the questions-and-answer session, the Government will not engage in discussions and will not give the offeror an opportunity to revise any aspect of its proposal.

Following the question and answer session, the Pop Quiz questions will be distributed. There will be a break not to exceed an hour and a half, during which the offeror will formulate responses to the Pop Quiz questions. The answers to the Pop Quiz questions should be no longer than 1 hour.

All offerors will be asked the same questions related to the Performance Work Statement (PWS) tasks, which demonstrate the offeror's understanding and ability to perform the tasks identified in the PWS. The Contracting Officer will provide the offerors with the Pop Quiz questions at the start of the break and will collect the questions back from the offerors once the presentation of the Pop Quiz is complete. Use of telephones or other outside communications in preparing the response to the Pop Quiz will not be permitted. No communications devices will be allowed in the room.

Following the Pop Quiz presentation, the Government may request clarification of any points addressed which are unclear. Any such interchange between the offeror and the Government will be for the sole purpose of clarification only, and will not constitute discussions within FAR 15.306. The Government intends to award a contract without discussions. If the Government determines that discussions and revised offers are necessary, the offeror will not be permitted to make any revisions to the oral proposal or to the answers given by the offeror's team during the Pop-quiz portion, in writing or otherwise.

The offeror's entire oral proposal will be video taped by the EPA and will be disseminated to authorized personnel only within the EPA. The offeror is prohibited from taping or recording their own presentations.

The offeror may use power point presentations, charts, graphs or other display media during the oral presentation. The Government will not be providing a computer for the presentation. If the offeror intends to incorporate display media during the oral proposal, the offeror must provide the written submission in accordance with the instructions below (2) Written Proposal of this section. Changes will not be allowed or accepted after receipt of the initial proposal submission.

The oral proposal shall be given to the technical evaluation panel (TEP), which may include non-voting technical advisors to the TEP. The CO, the Contract Specialist, and an audio visual technician will be present. The oral proposal will be chaired by the CO. During the presentation the Offeror will be notified by the CO when 5 minutes are remaining for the scheduled presentation. The offeror shall submit a complete list of all individuals attending the oral proposal with its proposal.

(2) Written Proposal

The Standard Form (SF) 33, Solicitation, Offer and Award, shall be submitted with blocks 12 through 18 completed by the offeror. KEY PERSONNEL and PAST PERFORMANCE shall be a written submission submitted to the Contracting Officer by the date and time listed in block 9 of the SF 33. No cost or pricing data shall be included in the technical proposal.

i. KEY PERSONNEL

The Offeror shall submit resumes of all proposed Key Personnel. The resume shall demonstrate that the proposed personnel possess the qualifications (e.g., education and experience) necessary to successfully perform the PWS. Each resume shall not exceed four pages in length and must provide the following information:

- Level of education, degree(s) awarded, if any, and the field of study;
- Present job title, description, number of years in that position, and number of years experience in the field of expertise;
- Immediate supervisors for the past five years (in reverse chronological order) including the supervisor's name, business address, telephone number, and the employer's company name and address;
- Professional accomplishments in terms of relevant publications, honors, awards;
- Significant and relevant project experience;
- Experience in managing or supporting projects in areas similar to the functional requirements described in the solicitation; and,
- Signature of the individual and an authorized official of the offeror's firm.
- Ability to schedule and coordinate several concurrent tasks;
- Ability to manage or support multi-contractor activities; and,
- Ability to perform contract administration functions (Project Manager Only).

To the extent appropriate, resumes should address the candidate's leadership qualities, managerial capabilities, technical skills, and experience necessary for cost-effective, timely and quality participation in, and accomplishment or management of the contract functional requirements.

For the purpose of this RFP, the following individuals are considered key:

- Project Manager
- Clinical Microbiology and Infectious Diseases
- Toxicology
- HVAC Engineer
- Operations Analysis, Planning and Policies
- Health Physicist
- Chemist
- Certified Industrial Hygienist
- Transportation & Disposal Specialist

- Environmental Health, Sampling and Monitoring Specialist

The offeror shall indicate which of the key personnel are employees of their company, which are proposed new hires, and which will be provided through subcontractors.

See Section L for Definitions of Labor Classifications that are provided to aid in preparing the technical and cost portions of the offeror's proposal. The proposal shall provide a cross-walk between the proposed technical and cost labor categories.

ii. PAST PERFORMANCE

The offeror shall submit the past performance information requested in the Section L clause entitled, PAST PERFORMANCE INFORMATION (EPAAR 1552.215-75) of this solicitation.

iii. TECHNICAL ABILITY, PERSONNEL & CONTRACT MANAGEMENT

The Offeror shall submit a complete copy of any display media (power point presentation, charts, etc.) and a general outline of the oral proposal that the offeror intends to use during the oral presentation.

iv. PLANS AND PROCEDURES

The following should be included under a separate tab entitled, "Plans and Procedures":

Quality Management Plan
Corporate Health and Safety Plan
Conflict of Interest Plan
Standard Emergency Response/Counter-terrorism Procedures
Interim Top Secret or Top Secret Facility Security Clearance (FCL) and Form DD441
Interim Top Secret or Top Secret Personnel Security Clearance (PCL) and Form DD254

3. The Section L clause entitled "SUBMISSION OF CONTRACTOR PLANS" has been modified. The text is as follows:

The following plans will be evaluated in accordance with Section M, Clause M.3, "Evaluation of Standard Operating Procedures".

1. Quality Management Plan

The required contents of the offeror's proposed Quality Management Plan are described Section E clause entitled, HIGHER-LEVEL CONTRACT QUALITY REQUIREMENT.

2. Conflict of Interest Plan

The offeror shall submit, along with its business/cost proposal, an Organizational Conflict of Interest Plan describing the system that will be employed to identify actual or potential conflict of interest situations that may arise as a result of the work under this contract. The offeror will describe the steps that will be taken to avoid or mitigate an actual or potential conflict. The offeror must address both organization and site specific conflicts of interest for past and future work. This plan shall be developed utilizing Attachment #7, "Minimum Standards for EPA Contractors' Conflict of Interest Plans", March 31, 1990, as a guide.

****NOTE** - In addition to the Attachment # 7 "Minimum Standards for EPA Contractors' Conflict of Interest Plans", offerors shall submit a plan that includes the following:

Relevant information about its own on-going or past performance of environmentally-regulated activities and the impact that those activities could have on the firms' judgment and objectivity in performing the contract. Accordingly, for each of the task areas described in the PWS, you are requested to submit to EPA an analysis of the potential for any organizational conflict of interest (OCI) that may occur during performance of the contract as a result of your firm's past or on-going performance of environmentally-regulated activities. In particular, please discuss any activities that are identified on databases such as, but not limited to, EPA's Enforcement and Compliance History Online database (<http://www.epa.gov/echo>) and EPA's Envirofacts Data Warehouse (http://www.epa.gov/enviro/html/multisystem_query_java.html). Should you identify any such OCIs, please provide your plan to effectively avoid, neutralize, or mitigate the conflict.

3. Corporate Health and Safety Plan

This plan shall be included in each offeror's proposal as identified in the Section H clause entitled, "Health and Safety," and the Section M clause entitled, "Evaluation of Standard Operating Procedures." This plan will not be incorporated in any resulting contract and is for responsibility determination purposes only.

4. Standard Emergency Response/Counter-Terrorism Procedures

This plan shall be included in each offeror's proposal as identified in the section M clause entitled, "Evaluation of Standard Operating Procedures." This plan will not be incorporated in any resulting contract and is for responsibility determination purposes only.

5. Plan for Obtaining and Maintaining the Interim Top Secret or Top Secret Facility Security Clearance (FCL) and Submission of Form DD441

The form DD441 shall be included in each offeror's proposal as identified in the Section L clause entitled, "Technical Proposal Instructions," the Section M clause entitled, "Evaluation of Standard Operating Procedures" and the Section H clause entitled, "Security Clearance." This form will be used for responsibility determination purposes and the form must demonstrate that the offeror has an interim Top Secret or Final Top Secret FCL prior to award of a contract. In addition to the form, the offeror must submit a plan, in accordance with Attachment #9 of the solicitation, that demonstrates how

the offeror intends to maintain the Top Secret FCL (either interim or final) during performance of this contract.

6. Plan for Obtaining and Maintaining Interim Top Secret or Top Secret Personnel Security Clearance (PCL) and Submission of Form DD254

The form DD254 shall be included in each offeror's proposal as identified in the Section L clause entitled, "Technical Proposal Instructions," the Section M clause entitled, "Evaluation of Standard Operating Procedures" and the Section H clause entitled, "Security Clearance." This form will be used for responsibility determination purposes and the form must demonstrate that the offeror has an Interim or Final Top Secret PCL prior to award of a contract. In addition to the form, the offeror must submit a plan, in accordance with Attachment #9 of the solicitation, that demonstrates how the offeror intends to maintain the Top Secret PCL (either interim or final) during performance of this contract. The offeror must also demonstrate its plan for continuing its ability to receive Top Secret work in the event personnel with interim Top Secret PCL are not granted a final Top Secret PCL or its plan for those personnel with final Top Secret PCL that fail to maintain it.

4. The Section M clause entitled "EVALUATION OF STANDARD OPERATING PROCEDURES" has been modified. The text is as follows:

As set forth in Section L of this RFP, the offeror is required to submit the following:

- Quality Management Plan
- Corporate Health and Safety Plan
- Organizational Conflict of Interest Plan
- Standard Emergency Response/Counter-terrorism Procedures
- Interim Top Secret** or Top Secret Facility Security Clearance (FCL) and DD441
- Interim Top Secret or Top Secret Personnel Security Clearance (PCL) and DD254

The plans will be rated as acceptable or unacceptable. The acceptability of these plans will be considered as part of the responsibility determination undertaken prior to contract award to determine whether an offeror meets the responsibility standard set forth in FAR Subpart 9.104. Notwithstanding the evaluation of an offeror with respect to the technical evaluation criteria or the evaluation of an offeror's price, an offeror whose plans or procedures are not acceptable at time of contract award will be considered non-responsible and ineligible for award.

5. The attachment entitled "AMENDMENT #1 RESPONSES TO QUESTIONS" has been added. The text is as follows:

Amendment #1
Responses to Questions
Decontamination Analytical and Technical Services
PR-HQ-06-13897

Q1. Clarify whether interim Top Secret personnel security clearance (PCL)

and interim Top Secret facility clearance (FCL) is acceptable at time of award?

A1. Interim Top Secret personnel security clearance (PCL) and interim Top Secret facility clearance (FCL) will be accepted at time of award. Please note that the clearances are required at time of award not at time of proposal submission. The clauses, H.30 Security Clearance, L.10 Technical Proposal Instructions, L.21 Submission of Plans and M.3 Evaluation of Standard Operating Procedures have been amended to reflect this change.

Q2. What documentation does EPA wish contractors to provide with their proposals to show that they are in the process of obtaining interim Top Secret personnel clearances?

A2. Offerors must provide the completed Form DD254 with their proposal and any other documentation the shows they are in the process of obtaining interim PCL and FCL. If an offeror does not obtain the interim PCL and FCL prior to award it will be ineligible for award.

Q3. Will the successful contractor be required to safeguard classified hardware and/or material on contractor premises under this contract?

A3. All classified hardware and/or material will remain at the cleared Government facility. This contract does not have a requirement for the contractor to store classified hardware and/or material. EPA will provide necessary storage containers.

Q5. Will EPA provide a sponsorship letter to companies to allow them to obtain the necessary interim or final FCL by time of award?

A5. EPA is not sponsoring any firm at this time. EPA will consider sponsoring those companies who are evaluated to be in the competitive range.

Q6. When is the last day questions regarding the RFP will be accepted?

A5. Questions will be accepted up to 10 days after release of the RFP or through June 11, 2006.